

To,
The principle,
NL college,
Malad west mumbai,

Subject: application for leaving certificate

Respected madam,

Good morning ma'am, my name is Ankit Chaudhary .I am studying in your college in the section of FYIT and my roll no. is 11.

Last week my father has to move to another city. And I also move to with him because I can not afford living alone. That sway I have to live this beautiful college. And take admission to another college.

I am requesting you to please issue my leaving certificate for my future growth. I hope you will understand my condition take action accordingly.

Your faithfully

FYIT-11-A

Ankit Chaudhary